

NON PERSONAL SERVICES CONTRACT - FULL-TIME TEMPORARY PARALEGAL SERVICES

The SETAF Office of the Staff Judge Advocate, is seeking a qualified full-time temporary paralegal, to provide services in the Civil Law Division. Employment by contract for approximately 40 hours a week on a flex-time schedule. The contract may include additional hours over the minimum requirement for a not to exceed total of 10 hours a month. These additional hours shall be performed as needed.

These additional 10 hours are neither guaranteed nor obligatory on the part of the Government.

The offeror is advised that this is a non-personal services contract; the Contractor will be responsible for Italian taxes (if applicable) and for US taxes in accordance with required laws. Furthermore, offeror is advised that this contract does not include any benefits (health, worker's compensation, overtime, vacation, or sick leave etc.) as the awardee will operate as an independent agent without supervision and not considered a US Government employee.

Upon award, the successful offeror will be required to provide the Social Security Number and bank information for payment purposes.

Period of performance is 01 January 2005 through 31 December 2005, with four 12-month renewal option periods.

Paralegal Qualifications//Requirements. Contractor Paralegal performing services under this contract shall meet the following requirements:

- a. Required minimum of two years college education or paralegal training with certification;
- b. Required paralegal experience and past performance (minimum of 6 months) (Prior experience as an administrative officer or manager will be considered if performed in a legal office.)
- c. Required supervisory work references
- d. Required fluency in English (Italian is desirable)

Applicants shall be evaluated in accordance with the following criteria:

- a. Paralegal Experience and Training Certificates
- b. Educational Qualifications
- c. Past Performance
- d. Proposed Cost on an hourly rate

A personal interview may be required as part of the evaluation process.

The complete Statement of Work may be requested and obtained by contacting Ms. Patrizia Meloni, Regional Contracting Office, Vicenza, Italy, at the address and numbers indicated below

OPENING/CLOSING DATES FOR RESUMES SUBMITTAL: 3 DECEMBER 2004 – 17 DECEMBER 2004

Resumes and price proposal shall delivered by fax, e-mail and hand-carried to:

Ms. Patrizia Meloni
Contract Specialist (e-mail: patrizia.meloni@rco.vic.usacce.army.mil)
Regional Contracting Office
Via Pra' Spineo, 16
36040 Lerino (VI)

Phone: 0444-713910
Fax: 0444-381280

The format for pricing is the following:

40 hours per week	Unit price \$ _____
Additional hours not to exceed total of 10 hours per month (if needed)	Unit price \$ _____

Government will award the contract resulting from this solicitation to the responsive and responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government price and other criteria considered (FAR Clause 52.212-2 Evaluation – Commercial Items).

STATEMENT OF WORK
FOR
PARALEGAL SERVICES

1. MAJOR DUTIES.

a. CIVIL LAW & INTERNATIONAL LAW DIVISION (CL & ILD) OFFICE ADMINISTRATIVE REQUIREMENTS: Contractor will independently maintain all CL & ILD office reports to ensure effective tracking of all actions and required legal reviews. The contractor will use computer skills to log in actions and operate MS Access databases to track the office suspenses for each attorney. Office reports will be updated on a daily basis. Completed actions will be logged out and filed to ensure timely retrieval of filed documents for future reference. The Contractor will continually update the CL & ILD files and develop a computer and hardcopy reference notebook of key legal decisions and CL & ILD opinions that have precedent value. A CL & ILD Form Book will also be developed for collection of special formats or sample opinions that will assist the CL & ILD staff in areas of special interest. The Contractor will attend office staff meetings and coordinate with CL & ILD staff attorneys on a daily basis to identify the status of all actions assigned to each attorney and determine the administrative or paralegal support required to assist the attorneys in completing these actions. The contractor will also coordinate with the Staff Judge Advocate (SJA) Administrative Officer to effectively merge SJA administrative requirements with CL & ILD priorities. In this regard, the Contractor will maintain a computer generated and hardcopy or display board CL & ILD Office Calendar to reflect all key events, items of interest and individual TDY/leave status. The Contractor may use his/her expertise to develop new approaches for CL & ILD systemic improvements in all areas. The Contractor will be responsible for receipt and distribution of CL & ILD office mail. The Contractor will answer CL & ILD office telephones and screen calls to determine the appropriate response or designated attorney for that subject matter. The Contractor will ensure all office files and documents are well organized and kept confidential and properly safeguarded within the CL & ILD. General administrative and clerical duties will be performed as required.

b. CONTRACTS: The contractor will interact with the 22nd Area Support Group as one of the clients for the CL & ILD. The efficient handling and processing of contracts, contract reviews, and litigation cases will be a responsibility for the contractor.

c. VICTIM WITNESS ASSISTANCE PROGRAM: Inform victims and witnesses of the name and contact information of the Victim Witness Liaison and providing victims and witnesses with information and documents concerning rights and services provided. Maintain and update electronic database of the name of victims and witness and the services and information provided through the Victim and Witness Assistance Program (VWAP). Prepare and update hard copy and electronic reports of concerning the VWAP. Assist victims and witnesses with the completion of forms and applications for restitution, financial assistance, services, and rights under the VWAP.

d. PARALEGAL DUTIES AND LEGAL RESEARCH: The Contractor provides paralegal support for attorneys in CL & ILD. The Contractor will use independent judgment in performing legal research and paralegal duties in the fields of contract law, personnel and equal employment law, environmental law, general administrative law, and other legal fields, as necessary. The Contractor will have knowledge of automated and manual legal research techniques to independently research issues in United States court decisions and administrative forums like GAO, ASBCA, MSPB, and EEOC. The Contractor will also research issues using Department of Defense and Department of Army regulations. The Contractor will identify issues from cases and prepare synopses for attorney's use. The Contractor will use professional judgment to

distinguish legal issues from factual issues. The Contractor will draft preliminary memorandums in support of CL & ILD office positions. Contractor will also develop and maintain knowledge of Army regulations commonly used by the CL & ILD. The contractor will assemble and compile information for use by staff attorneys in a comprehensive and logically organized written report. The contractor will interview clients seeking advice and identify and research potential legal issues. Contractor will develop expertise in the following areas to provide non-legal advice to CL & ILD clients on an independent basis and allow CL & ILD staff attorneys to concentrate on attorney professional requirements: basic procedures in government contracts, reports of survey, 15-6 investigations, processing FOIA and Privacy Act issues, private organization and fund raising regulations, filing of SF 450 statements of confidential financial disclosure, line of duty regulations, and summary court-martial proceedings.

e. GENERAL LITIGATION: The Contractor is responsible for assembling all CL & ILD litigation case files and providing general litigation support for cases of varying complexity. This includes both Italian and United States litigation requirements handled by the CL & ILD. The Contractor will prepare an index and summary digest of the materials in the files and indicating additional data that may be needed. The Contractor conducts file research to locate necessary documents in administrative and court cases. Develops and documents the Government's reply to requests for reproduction of documents and answers to interrogatories. Prepares listings of exhibits and develops exhibits, charts, graphs, and other visual aids for use in court or in litigation reports.

f. INTERPERSONAL RELATIONS AND CONFIDENTIALITY REQUIREMENTS: CL & ILD is a high profile United States Government legal office representing the Department of Army in confidential and highly sensitive matters many issues of which may have diplomatic and international law consequences. The Contractor will have extensive dealings with the public. The Contractor will possess a high degree of interpersonal relation skills to deal effectively with diverse clients and senior management command officials. All matters discussed in CL & ILD must remain confidential and not repeated or disclosed outside of the office without express advance written approval by the Contracting Officer's Representative (COR).

g. INDEPENDENT CONTRACTOR STATUS: Contractor is not a United States Government employee and will operate independently with no supervision in performing these tasks. Government employee rights, benefits, requirements, or other conditions of employment are not applicable to the Contractor. These aspects are found solely in the provisions of the individual's government contract. The Contractor is responsible for his/her own continuing education or training requirements and is expected have the requisite skills to perform immediately. While interaction is required to obtain task requirements, the Contractor will utilize their own skills and initiative to accomplish these task requirements. The Contractor will communicate with the designated Contracting Officer's Representative (COR) for task assignments and any questions in regard to the work place.